

Town of Charlestown

POLICE DEPARTMENT

4901 Old Post Road, Charlestown, R.I. 02813

Chief Jeffrey S. Allen

Request for Public Records Procedure

Requests for police reports and police related public records can be made in person at the Charlestown Police Department Headquarters lobby records window on Monday through Friday weekly from 9:00 AM to 4:00 PM.

Forms with instructions are available for non-business hours in the lobby or you may download a "Request for Records under the Access to Public Records Act" form from the police department website at: www.charlestownpolice.org under the tab "Records Requests".

Reports can also be requested via phone (401) 213-6939 or by sending a self-addressed, stamped envelope, to:

Charlestown Police Department

C/o Public Records Officer

4901 Old Post Road

Charlestown, Rhode Island 02813

Accident reports of the Charlestown Police Department are available at: www.GetCrashReports.com. Approval of reports and posting to this site takes approximately one week from the date of the accident.

Reports will be released in compliance with Rhode Island General Law Chapter 38, section 2. Requests can take up to ten (10) business days and can be extended under circumstances defined in R.I.G.L. 38-2-2(5) (D).

In accordance with R.I.G.L. 38-2-4, the department may charge a fee of fifteen cents (\$0.15) per page for copies and / or fifteen dollars (\$15.00) per hour, after the first hour, for search and / or retrieval of documents. For purposes of search and retrieval costs, multiple requests made within a thirty (30) day period to the department shall be considered as one (1) request.

If you feel that you have been denied access to public records, you may file a complaint with the Chief of the Charlestown Police Department and/or directly with the Department of Attorney General, 150 South Main St. Providence RI 02903 or file suit in Superior Court.